

**SPOKANE COUNTY LIBRARY DISTRICT  
BOARD OF TRUSTEES MEETING MINUTES: APRIL 20, 2021**

---

A regular meeting of the Board of Trustees of Spokane County Library District was held via teleconference at 4:00 p.m., Tuesday, April 20, 2021.

**Present:** Via Zoom Teleconference

- John Craig - Chair
- Mark Johnson - Vice Chair
- Ami Calvert - Trustee
- Jessica Hanson - Trustee
- Kristin Thompson - Trustee
- Patrick Roewe - Executive Director and Secretary

**Excused:** None.

**Also Present via Conference Call:** Jane Baker, Communication & Development Director; Toni Carnell, Human Resources Director; Rick Knorr, Finance Director; Andrea Sharps, Collection Services Director; Doug Stumbough, Operations Director; and Patty Franz, Executive Assistant.

**Guests via Conference Call:** Six (6).

**Call to Order (Item I.)** Chair John Craig called the meeting to order at 4:00 p.m., and welcomed everyone in attendance.

**Agenda (Item II.)** Ms. Calvert moved and Ms. Hanson seconded approval of the agenda. The motion was unanimously approved.

**Public Comment (Item III.)** Mr. Roewe read aloud one (1) public comment received via email prior to the noon deadline today. The comment was submitted by Charlie McGuire, a customer, who requested a change in the District’s customer account number system. He suggested a 7-digit system as more ideal for memorization. In response to a query from Mr. Johnson, Mr. Roewe said the District had not received similar comments or requests in the past. In response to other queries, Mr. Roewe will provide background information about the current, 14-digit customer account number system in his report next month. There was no further public comment.

**Approval of March 16, 2021, Regular Meeting Minutes (Item IV.A.)** Mr. Craig called for corrections to the March 16, 2021, regular meeting minutes. There were no corrections; the minutes stand approved as written.

**Approval of March 2021, Payment Vouchers (Item IV.B.)** Mr. Johnson moved and Ms. Thompson seconded approval of the March 2021 bill payment vouchers as follows:

Fund	Voucher/Payroll Numbers	Subtotal	Total
March - L01	58272-58384 and W00911-W00919	\$676,413.75	\$676,413.75
	03102021PR and 03252021PR	\$385,179.63	\$385,179.63

**Meeting Minutes - Board of Trustees**

**April 20, 2021**

**Page 2**

**Approval of  
March 2021,  
Payment Vouchers  
(Item IV.B.)**

L01		Total	\$1,061,593.38
-----	--	-------	----------------

In response to a query from Mr. Johnson, Mr. Roewe said the annual membership payment to Candid, a nonprofit organization, was for access to its library digital resource of online databases and training programs for use by customers.

There was no further discussion.

The motion was unanimously approved.

**Unfinished Business  
New Spokane  
Library Project  
Update  
(Item IV.C.1.)**

NEW SPOKANE VALLEY LIBRARY PROJECT UPDATE. Mr. Roewe provided general status updates on sources of funding for the library project. He also reported a contract had been signed with GeoEngineers, Inc., for \$11,600, to complete a geotechnical engineering evaluation of the site to support the design and successful construction of the proposed library. In response to queries from Trustees, Mr. Roewe said at this time the city of Spokane Valley had not entered into agreement for a similar evaluation for the Balfour Park project. Negotiations with Integrus Architecture are nearly complete. The contract is anticipated to be signed as soon as tomorrow. Mr. Roewe further led a review of the proposed project timeline and detailed fee schedule for a maximum allowable construction cost of \$9,500,000, noting the per square foot amount of approximately \$315, along with Other Services and Extra or Elective Services amounting in total to approximately 12 percent of the total project. In response to Ms. Hanson's query regarding additional construction administration assistance, Mr. Knorr said this category would cover the potential for additional hours worked by the architect, yet ultimately may not be needed. Mr. Roewe said next steps include the predesign phase, which includes meetings with the staff space planning team, engagement with the Board of Trustees as stakeholders and staff at large, as well as meetings with the joint site development project team. The latter is comprised of District staff and city of Spokane Valley staff per the interlocal agreement to enable information sharing and collaboration.

There was no further discussion.

**New Business  
Confidentiality of  
Library Records  
Policy  
(Item IV.D.1.)**

CONFIDENTIALITY OF LIBRARY RECORDS POLICY. Ms. Thompson moved and Ms. Calvert seconded approval of the Confidentiality of Library Records policy, as revised. Mr. Roewe said the recommended revisions were made primarily for clarity and to update nomenclature, and to acknowledge within the policy that library records are exempt from disclosure under the Washington state Public Records Act. The policy was also reviewed by the District's legal counsel.

There was no further discussion.

The motion was unanimously approved.

**New Business  
COVID-19 Response  
Update  
(Item IV.D.2.)**

CORONAVIRUS/COVID-19 RESPONSE/UPDATE. Mr. Roewe reported in-library services were expanded as of yesterday, April 19, and were focused on customer capacity and time limit, with additional services available such as in-library seating and Wi-Fi use. Mr. Stumbough further said customers were pleased to again have more time inside libraries, and the temporary glitches with the computer reservation system were being resolved. Mr. Roewe said what comes next depends on Spokane County remaining in Phase 3. And although the District's overarching goal is to provide more services, the Summer Reading program for 2021 will likely be held online. Discussion ensued among the Board and staff regarding eligibility of staff for vaccinations and when in-person Board of Trustees meetings might resume. Mr. Roewe said if the hardware were in place, hybrid meetings would be possible now, yet with quarantine of materials still necessary, meeting room space is not available. For now, staff looks to summer for a partial return to in-person meetings.

There was no further discussion.

**Discussion Items,  
Possible Action  
Future Board  
Meeting Agenda  
Items (Item V.A.)**

Mr. Craig reviewed forthcoming agenda items for the next two months. Among other items, the May 18 meeting agenda will include an update on the new Spokane Valley Library project, District Brand Refresh update, Electric Vehicle Charging Stations proposal, reviews of Personnel and Travel policies, the summer meeting schedule, and Coronavirus Response update.

There was no further discussion.

**Trustees' Reports  
(Item VI.A.)**

In response to Ms. Thompson's query, Communication & Development Director Jane Baker said Library Giving Day was a success. Donations received in observance of the event exceeded pre-pandemic totals, with gross receipts continuing to be tallied.

There was no further discussion.

**Executive Director's  
Report, March 2021  
(Item VI.B.)**

The Executive Director's written report for March 2021 provided prior to the meeting included reports from Finance and Facilities, Communication & Development, Collection Services, Human Resources, Operations, and Community Activities. Mr. Roewe further said that he and Mr. Knorr will provide an update next month about the electric vehicle charging stations proposal and Strategic Project Manager Amber Williams will provide a detailed report and can respond to questions then. Queries from the Board included the potential for future federal or state requirements regarding charging stations, if the number of library customers with electric vehicles is known, and if placement of charging stations in library parking lots with minimal space or at parking lots where real estate is not owned by the District could present a challenge. Mr. Roewe reiterated next month's Zoom meeting will transition to a webinar format, which will facilitate public access, broaden interaction, and will enable staff to have more efficient management of the meeting. There was no further discussion.

**Meeting Minutes - Board of Trustees**

**April 20, 2021**

**Page 4**

**Operations Report,  
March 2021  
(Item VI.C.)**

Operations Director Doug Stumbough and Library Operations Manager Kristy Bateman provided a written report prior to the meeting for March 2021, with data for customer use measures, programming, and library activities. Mr. Stumbough further said staff is working diligently to welcome customers back into facilities. In response to a query from Ms. Hanson, Mr. Stumbough said there were several occasions when it became necessary for customers to wait approximately 10 minutes to enter facilities. There was no further discussion.

**Fiscal Report,  
March 2021  
(Item VI.D.)**

Revenue and Expenditure Final Statement through March 31, 2021.

<u>Fund 001</u>	
Revenues	\$ 1,394,137
Expenditures	\$ 3,605,686
Ending Fund Balance	\$ 3,651,911
Fund Budget Expended	21.60%

At this time, Mr. Knorr had not received updates on the HVAC upgrades or the new roof inspection at Argonne Library. He anticipates final reports by next month.

There was no further discussion.

**Adjournment  
(Item VII.)**

Chair Craig adjourned the meeting at 4:45 p.m. The next Board Meeting was scheduled for Tuesday, May 18, 2021, at 4:00 p.m., in a public meeting room at North Spokane Library. It has since been confirmed the meeting will be held via teleconference due to Proclamation 20-28, as extended, by the governor.



---

John Craig, Chair



---

Patrick Roewe, Secretary to the Board of Trustees